

24 Nov

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Weekly Report for Period Ending 25 November 1983

FROM: Harry E. Fitzwater
DDA
7D-18 Hqs.

EXTENSION

NO.

DDA 83-0054/47

DATE

25 November 1983

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. D/Communications

2. D/Data Processing
2D-00 Hqs.3. D/Finance
1212 Key4. D/Information Services
1206 Ames

5. D/Logistics

6. D/Medical Services
1D-4061 Hqs.7. D/Personnel
5E-58 Hqs.8. D/Security
4E-60 Hqs.9. D/Training & Education
1026 C of C10. SSA/DDA
7D-10 Hqs.11. C/CMS/DDA
7C-18 Hqs.12. EEO/DDA
6E-2917 Hqs.

13. C/Safety Staff

14. Management Staff
7D-10 Hqs.15. OLL
7B-02 Hqs.

AED *[initials]*
EOD *[initials]*
D/L *[initials]*
S/L *[initials]*

AED - given it was for
or immediate if
appropriate *[signature]*

S E C R E T

DDA 83-0054/47
25 November 1983

MEMORANDUM FOR: Director of Central Intelligence

FROM: Harry E. Fitzwater
Deputy Director for Administration

SUBJECT: Weekly Report for Period Ending 25 November 1983

1. Progress reports on tasks assigned by DCI/DDCI:

None.

2. Items/events of interest:

✓ a. As part of the Agency's quality of life program, GSA painters, on 21 November, started painting the Headquarters building exercise room and are scheduled to finish on 25 November.

✓ 25X1 b. On 29 November the Office of Logistics will begin
25X1 moving elements of the Office of Medical Services from Ames Building [redacted] commencing 28 November, the Office of Personnel will be moved [redacted] the Office of Security will be moved mid/late December; and the Office of General Counsel will move on or about the week of 12 December.

25X1 c. On 18 November a member of the Counterterrorism Branch, Office of Medical Services, briefed Reserve Air Force/Office of Special Investigations Special Agents on "Hostage Survival."

25X1 WARNING NOTICE
INTELLIGENCE SOURCES
OR METHODS INVOLVED

S E C R E T

Who's S E C R E T

25X1

f. The Rebadging Program continues to proceed well. To date, over 10,400 of the new, superior quality badges have been processed and issued. *Employees who missed their appointment are to ~~not~~ and arrange an appointment.*

25X1

25X1

g. The National Security Agency has awarded its 1983 Prize for Cryptologic Literature to [redacted] "The Chinese SIGINT Service," published by the Center for the Study of Intelligence (CSI) as one of its monograph series. [redacted] a DCI Exceptional Analyst in 1982, worked in CSI during much of the research and readily accepted CSI's offer to publish his findings. This is the second consecutive year that the NSA award has gone to a NSA employee affiliated with the Center. In 1982, it was awarded to [redacted] for her book essay in "Studies in Intelligence" on the ULTRA Books. [redacted]

25X1

25X1

25X1

h. The Office of Finance is alerting employees to a prospective decrease (three tenths of one percent) in hourly pay rates which will result from a change in hourly pay rate computation methodology (2,087 vice 2,080 hours per annum); an increase in MEDTAX deductions which will occur as a result of the increase in the FICA/MEDTAX tax base from \$35,700 to \$37,800; and an annual pay increase of 3.5 percent. The pay rate computation change and the pay increase go into effect the first full pay period in January. The increase in MEDTAX deductions applies to all monies paid in 1984.

3. Significant activities anticipated during the coming week:

None.

25X1

[redacted]
Harry E. Fitzwater

S E C R E T

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Distribution:

0 - DCI
1 - DDCI
1 - EXDIR
1 - DDA
1 - OLL
1 - Ea DA OD
1 - SSA/DDA
1 - C/CMS/DDA
1 - EEO/DDA
1 - MS/DDA
1 - C/SS/DDA
1 - HEF Chrono
1 - EO/DDA

25X1

25X1 EO/DDA, (November 25, 1983)